

SCHOOL COUNSELOR

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs responsible professional guidance, counseling, assessment, communication, human relations, safety, and support of a student or group for academic development, career development and for personal/social development.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides and is accountable for the guidance, counseling, assessment, communication, human relations, safety, and support of a student or group for academic development, career development and for personal/social development.
- Provides direct support services to individual students, small groups, and classrooms. Completes assessments, referrals, and counseling with students and families.
- Conduct professional development workshop on identifying at-risk students.
- Serves as a resource for teachers, staff, and parents regarding the developmental needs of students.
- Assist students choosing class courses and advise students regarding academic and extracurricular activities. Provide students with college scholarship/financial aid information, training manuals, and catalogs.
- Completes written reports as needed or as requested by Principal. Completes reports as required by Federal, State, and local agencies.
- Maintain records to document interactions, interventions, and decisions.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of child growth and development; ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

Must currently hold a Master's degree in school counseling and hold, or be eligible to hold, a Postgraduate Professional or Pupil Personnel services license issued by the Commonwealth of Virginia with endorsement as a School Counselor.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.